ADMINISTRATIVE - INFERRAL USE ONLY Approved For Release 2005/08/03 : CIA-RDP70-00211R000500040062-3 20 May 1965

.a.							
To :	811 Key Building						
From :	Chief, Records Administration Staff/DDS						
Subject:	Records Officers Meeting - 27 May 1965						
· ·							
in the T	I want to meet with you and the other Records Management Officers DE&T and DDI Directorates in the DDS Conference Room, 7D-34, ters on 27 May at 10:00 A. M.						
2.	I want to discuss these things:						
Mon	a. Results from the recent Campaign to Implement the President's Moratorium on the Purchase of Filing Equipment.						
St	b. Results of the research conducted by the National Bureau of andards on Microfilm Blemishes.						
	c. Processing of requisitions for filing equipment.						
	d. Courier and Document Receipt for TS and Code Word material.						
3. This meeting should not last any longer than one hour. In addition to the above subjects, I hope that you will present topics that will be of							
particu	lar interest.						

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Abo Mors. of RAS

20 May 1965

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From : Chief, Records Administration Staff/DDS

Subject: Records Officers Meeting - 27 May 1965

- 1. I want to meet with you and the other Records Management Officers in the DCI and DDS Directorates in the DDS Conference Room, 70-34, Meadquarters on 27 May at 2:00 P. M.
 - 2. I want to discuss these things:
 - a. Results from the recent Campaign to Implement the President's Moratorium on the Purchese of Filing Equipment.
 - b. Results of the research conducted by the National Bureau of Standards on Microfilm Blemishes.
 - c. Processing of requisitions for filing equipment.
 - d. Courier and Document Receipt for TS and Code Word material.

3. This meeting addition to the above will be of particular	subjects, I h	st any longer ops that you	r than one h will presen	our. In at topics	
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the "To" line. Also copy to Also Mors. of RAS	20 May 1.965	STAT
Also: DDP		STAT
Ro : All Records Officers in DDS&	T and DDI Directorates	
From : Chief, Records Administration	n Staff/DD3	
Subject: Records Officers Meeting - 2	7 May 1965	
1. I want to meet with you and the in the DDS&F and DDI Directorates in the Headquarters on 27 May at 10:00 A. M. 2. I want to discuss these thing		
c. Results from the recent C Moratorium on the Purchase of Fil	ampaign to Implement the President's ing Equipment.	
b. Results of the research c Standards on Microfilm Blemishes.	onducted by the National Bureau of	No.
c. Proceeding of requisition	s for filing equipment.	
d. Courier and Document Rece	ript for TS and Codo Word material.	
3. This meeting should not lest to the above subjects, I hope that you	ony longer then one hour. In addition will be of	n
particular interest.		STAT